

**Regular Meeting
of the Town Of Ignacio Board of Trustees
Wednesday, February 18, 2015**

I. CALL REGULAR MEETING TO ORDER: PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Stella Cox called the Regular Meeting to order at 7:40 p.m. **Trustees Present:** Mayor Protem Alison deKay, Lawrence Bartley, Edward Box, III and Dixie Melton. Thomas Atencio (arrived at 7:42).. **Staff:** Lee San Miguel, Town Manager; Georgann Valdez, Town Clerk; Lisa Rea, Town Treasurer; Dan Naiman, Community Development Coordinator; David Liberman, Town Attorney. **Audience:** Carol McWilliams from Pine River Times, Lana Jo Chapin and Lillian Mestas.

II. PUBLIC COMMENT: NONE

III. APPROVAL OF MINUTES: Mayor Protem deKay moved to approve the minutes of January 21, 2015, January 26, 2015 and February 5, 2015 in block. Trustee Box seconded. The motion passed by unanimous voice vote.

IV. UNFINISHED BUSINESS:

A. Budget Review – Lisa explained that overall, of the overtime budgeted for 2014, 96% was used. She said that she takes the previous years' overtime that actually occurred, takes an average per employee, and plugs that into the budget. The Board can change that procedure if the prefer. Mr. San Miguel stated with the additional projects in the works, more overtime is anticipated. Mayor Protem deKay wondered if there is something staff can do to alleviate some of this overtime. Mr. San Miguel stated comp time is used whenever possible; we keep a close eye on the overtime and suggest an employee take comp time to avoid overtime. He has a plan to reduce overtime but could not discuss it because it would be a personnel issue, which could only be discussed in an executive session if it relates to an individual employee. Mayor Cox asked if the overtime is being properly managed. Mr. San Miguel stated there is no way to predict the call-outs Public Works may have in a pay period. Mayor Cox said but it can be decided who will respond to them based on the number of hours an employee has worked. Trustee Atencio asked how it is determined who takes the call out. Mr. San Miguel stated it depends on the call, a regular call will be handled by the on-call employee but an inspection requires the supervisor to respond.

Mayor Cox gave a directive to Mr. San Miguel to work with Lisa Rea, the Human Resource Officer to review the overtime, comp time and call-outs, where she can make suggestions and give you a heads up when an employee's work hours are in question. Trustee Box stated it sounds like it's reached a point that this issue needs to be monitored and possibly enforcing a policy. Mr. San Miguel repeated that this year more overtime hours may be required with the several projects the Town is working on. Ms.

Rea explained that comp time also turns into overtime, although it's not money but time. In a perfect world, if an employee worked 85 hours in a pay period, he would comp 5 hours (7.5) for the next pay period, and then take that time off in the next pay period. Trustee Melton suggested the comp time must be used within a certain time frame. Ms. Rea stated currently the policy does not set a time for the comp time hours to be used. Mr. San Miguel suggested paying out the employee's comp time hours and starting with a new policy. The on-call was explained that an employee should work 6 hours and take 2 hours off because they are on call to get eight hours in a day instead of 10. Mayor Cox asked Ms. Rea to come up with recommendations on the use of on-call, overtime and comp time and how it will be determined who is going to respond to the call-outs. The recommendations will be presented at the March 18, 2015 Board meeting. Trustee Atencio would like to see in those recommendations that if an employee worked 15 hours on Monday, that by Friday his extra hours should be taken, resulting in no overtime or comp time so his total hours at the end of the week will be 40. This should be what the department should be striving for.

- B. Guardrail Contract Approval.** Mr. San Miguel explained Gonzales Construction normally does not provide a Bond for small projects. The extra cost to Bond the Project will be an additional \$138.90 for a total of \$7083.90. **Mayor Protem deKay moved to approve the guardrail project from the Streets repair line item. Trustee Melton seconded. The motion passed by unanimous voice vote.**

V. NEW BUSINESS:

- A. Resolution 04- 2015 GOCO Grant Application** – Staff has applied for a Great Outdoors Colorado Trust Grant for \$27,000, with a \$6,000 match from the Town to replace the Shoshone Park Playground structure and plant trees at Ben Nighthorse Campbell Park. In Resolution 04-2015, the Board supports the application. **Mayor Protem deKay moved to approve Resolution 04-2015 supporting the application for a GOCO Grant for Park improvements. Trustee Bartley seconded. The motion passed by unanimous voice vote.**
- B. Appointment of Gina Schultz to Planning Commission** – Trustee Melton moved to approve the appointment of Gina Schultz to the Planning Commission. Trustee Box seconded. **The motion passed by unanimous voice vote.**
- C. Traffic Issues on Romero and Becker Streets** – Trustee Bartley was approached by Mrs. Valdez, a citizen on Romero about traffic safety and speeding on Romero and Becker Streets. He spoke about the speed limits in residential and school zones differing, and wanted to see the public adjusting behavior patterns by placing flashing school zone lights vs. issuing tickets for speeding. The flashing lights can operate during school hours and revert to a constant speed outside of that period. The cost of this unit can be shared with the school district. This needs to be addressed soon before a serious injury occurs. Other Board members shared comments regarding witnessing speeding, requesting stop signs, and the increased traffic with two new schools in that same vicinity. This will be

addressed with Kirk Phillips, the Chief of Police. Trustee Bartley would like staff to research the cost of placing flashing lights in the school zone on Becker and Romero. The crosswalk across Highway 172 at the Becker intersection was briefly addressed. Mr. San Miguel stated the Town needs to budget \$15,000 for the cost of the crosswalk. Trustee Atencio asked staff to research funds to get this project complete. Further conversation from Board members included speaking with the County, the School District, the Tribe and CDOT about the traffic safety issues on the County Road 320 and school zones and researching grants. Trustee Atencio asked the Becker Crosswalk be placed on next month's agenda and asked staff to research funding. Mr. San Miguel stated he has a meeting with the County on the 24th and a meeting with the Tribal Chairman on Friday and will address the issue with both.

- D. Public Comment Statement:** Edit to address Speaker's decorum, the need to be courteous and respectfully, how one can respectfully disagree with other's views and those speakers will not engage in personal attacks. Trustee Melton shared the School District's policy on public speaking and recommended a few changes to the Town's Public Comment Statement. After a brief discussion, it was recommended to add, to remind the public as well as the Board and staff that comments need to be addressed to the entire Board, that there should be no personal attacks to individual Board Members, staff or each other, and that to be courteous. Trustee Melton state the Board has a code of conduct to follow. Mayor Cox stated she did not believe it needed to be cited at every meeting and that she would bring it up, to stop personal attacks, and if she does not, the Town Manager should step in. Trustee Bartley stated this happens after the fact, and Trustee Melton agreed that this is what happened at the last Board Meeting. Trustee Bartley stated that if the reminder is read at the beginning of the meeting, it puts the public on notice of the expectations. Mayor Protem deKay agreed. Ms. Rea stated an addition to the statement to include: the speaker will be courteous and address their comments to the entire Board and speakers will not engage in personal attacks. It was suggested to present three statements and at the next Board meeting select the statement that meets the Boards expectations.

VI. TRUSTEE REPORTS:

- A. Police Report:** The Police have been notified to be available for funeral processions. They have been available when notified. A brief conversation followed.
- B. Public Works:** Mayor Protem deKay asked what the test results showed on the sewer leak. Mr. San Miguel stated the last test results came in under the required limits of contamination from the State Health Department. A citizen approached Trustee Atencio regarding the sewer odor. Mr. San Miguel stated he never got a call but a statement should be placed in the newsletter notifying the citizens as a public information notice.
- C. Treasurer:** Legal costs are ate 22% in the first month. Changes to the Revenue over expense report were explained.
- D. Planning:** Still seeking input for revisions to the sign code and the Downtown Design Guidelines; the Draft will be presented at the March 18th Board Meeting. Subway is open and the Farmer's Fresh Market is progressing. Conversations are taking place

regarding the Dollar Store development. They are offering the Town an opportunity to do some improvements to the Town's infrastructure at a savings while the contractor is doing the development with a reciprocal advantage for both. Mayor Protem deKay warned that the Town does not favor one business over another. Inspections of other businesses are taking place.

- E. Town Attorney:** Legal issues include the sales tax, raw water rights, Sewer District and the IPD law suit.
- F. Town Manager:** Meeting with CDOT regarding the light at the SH 152/172 intersection. A timeline of the project was clarified for staff, with the project start date anticipated after Labor Day with a 75-day project ending mid-November. A buried tank on the south side of Hwy 151 in front of Dubs will need to be removed; conversations will take place with the Tribe to remove the contaminants in the tank. The Airport Director would like to present the options for the upgrades to the Durango Airport at the March 18 meeting.

VII. TRUSTEE REPORT: Tablets will be ordered by Jackie next month once all the Google kinks have been worked out; the Mapping Grant is awaiting the DOLA Contract and the Agreement with SUUD; the new maintenance truck has been ordered, documents will be authorized in a Resolution at the March 18 meeting.

VIII. EXECUTIVE SESSION:

- A. Seek Legal Advice to discuss sales tax issues. Mayor Protem moved to go into Executive Session for the purpose of seeking legal advice under C.R.S. Section 24-6-402(4)(b). Trustee Box seconded. The motion passed by unanimous voice vote.** The Regular meeting was closed at 9:20 p.m. The Executive Session was held for the purpose previously stated. No action followed the Executive Session. The Executive Session concluded at 10:17 p.m.
- B. Discussion of Personnel Matters to discuss Town Manager Review. Mayor Protem deKay moved to go into Executive Session to discuss a Personnel matter under C.R.S. Section 24-6-402(4)(f). Seconded by Trustee Melton. The motion passed by unanimous voice vote.** The Regular meeting was closed at 10:26 p.m. The Executive Session was held for the purpose previously stated. No action followed the Executive Session. The Executive Session concluded at 11:25 p.m.

IX. ADJOURNMENT: Being no further business before the Board, Mayor Cox adjourned the meeting at 11:25 p.m. The next regular meeting will be March 4, 2015, at 7:00 p.m. at the Abel F. Atencio Community Center at 570 Goddard Avenue.

Stella Cox, Mayor

Date

Attest: Georgann Valdez, Town Clerk